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**Program Enhancement Plan (PEP)
Continuous Quality Improvement (CQI)
Full Committee Meeting Minutes
November 29, 2005**

CQI Updates and 2006 Objectives Summary: Harry Hobbs

Twenty nine people were trained in late October on the Quality Service Review (QSR) as part of the process to become peer reviewers for future county reviews. In January, an expert from Human Systems and Outcomes will be coming to Wisconsin to train several staff from the Division of Children and Family Services (DCFS) and The Management Group (TMG) in the data entry and analysis process.

The CQI team will solidify the template for the final report by the end of 2005. That report will be written and returned to the county in final form within 90 days after the review week.

Following the QSR in Waukesha there will be a comparison of the results from the QSR to see if they match with the Child and Family Services Review (CFSR) data that will assist in future federal reviews.

2006 Objective #1 - A Plan for CQI Support to Counties Following a Review: Gail Nordheim

Gail presented a process that would allow counties to take the QSR information and utilize it to identify what is lending itself to strength areas and what is leading to weak areas. This information would be used to develop a type of county specific PEP. There was an extended discussion on how to provide support for this follow up work to the QSR. The feeling from the county is that there needs to be someone outside the county to provide the support or aftercare.

Updates and Assessment of Needs for Counties: Reggie Bicha, Mike Bloedorn, Kathy Lichtfuss

One of the common themes between all three counties is the need for community partners, county board and area administration involved to assist in supporting the counties practice and procedures. They also agreed that counties will need someone from outside the county to assist in the early development and follow through of local PEPs. The suggestion was made that the partnerships be involved in the QSR process to provide more information to them regarding training issues. Teaming, case coordination and long term view were common themes among all three counties.

There was also discussion regarding the need to train county staff to be peer reviewers, however there is concern about the amount of time commitment that it takes for county staff. Harry will be making some presentations around the state to clarify what is involved and the importance of having a large pool of committed peer reviewers.

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Wisconsin Statewide Automated Child Welfare Information System (WiSACWIS) Reports Updates and Info Memo: John Touhy

John presented the Information Memo that has been released regarding PEP data collection. He requested that any comments regarding the memo be posted to the State Bulletin Board. John also presented a chart that listed eWiSACWIS reports that are available, will be updated or are being newly released in 2006.

2006 Objective #2 - CQI Specialists as Site Leaders: Harry Hobbs

The CQI Specialists will begin acting as co-site leaders at the Iowa County review. This will provide them with the opportunity to develop their skills so that they will eventually be trained to take on the role of site leader. This will enable the team to split up and conduct multiple reviews that overlap.

2006 Objective #3 - Peer Reviewer Development: Harry Hobbs

Twenty-nine people went through the QSR two day training in October. They will be joining the CQI team on reviews as part of their training to become peer reviewers. There will be an additional training in March 2006 for thirty more peer reviewers, who will then join the team on reviews as part of their training. The goal for 2006 is to develop a pool of sixty peer reviewers who are committed to participating in two reviews per year along with the CQI team.